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NSA/CSS RESEARCH DIRECTORATE
Advancing Intelligence Through Science

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Good afternoon [redacted]

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Internal Dissemination of Classified Information

(U//[redacted]) Public Dissemination in Official Capacity

(U//[redacted]) Information disseminated on behalf of the Agency is considered "official capacity." All NSA/CSS affiliates must submit for classification review and pre-publication all official NSA/CSS information intended for public dissemination and presented in their "official capacity."

(U//[redacted]) Example: an affiliate representing NSA speaking at a Biometric Consortium Conference

(U//[redacted]) Step-by-Step Instructions:

1. Ensure the information is unclassified, NOT unclassified for official use only or classified
2. Determine if the release of information is for a public disclosure. Public disclosure means disclosure to one or more persons who do not have the appropriate access authorization, security clearance and need-to-know to receive protected information
3. Provide written approval from the appropriate Agency Contracting Officer/Contracting Officer's Representative if the material being submitted involves contractor or commercial product information
4. Provide virus checks for material being submitted on magnetic media
5. Provide written approval from all affiliates whose names are mentioned in the material being reviewed
6. If there are any anonymity concerns, please forward names of Agency affiliates to the "specialops" alias
7. Prepare an SPF package. This will require the following:
 1. Review by two Classification Advisory Officers (CAO)
 2. Approval from RD Group Chief
 3. Approval from Group Technical Director (TD)
8. When SPF package has been completed, send to your group's prepub authority for final CAO review and approval
 - The requestor must submit the pre-publication review request, accompanied by all supporting documentation as noted above, to the requestor's/submitter's local CAO for review of the information
 - Once approved, your group's prepub authority will return to initiator with determinations

(U//[redacted]) Public Dissemination by Senior Official in Official Capacity

(U//[redacted]) Information disseminated on behalf of the Agency is considered "official capacity." All NSA/CSS Seniors must submit for classification review and pre-publication all official NSA/CSS information intended for public dissemination and presented in their "official capacity." The information must also be approved by the Office of the Assistant Secretary of Defense (OSR) and DN1 DJ2 coordinates this approval which requires a 25 business day turn around upon receipt of request

(U//[redacted]) Step-by-Step Instructions:

1. Ensure the information is unclassified, NOT unclassified for official use only or classified
2. Determine if the release of information is for a public disclosure. Public disclosure means disclosure to one or more persons who do not have the appropriate access authorization, security clearance and need-to-know to receive protected information
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Approved for release by NSA on 02-03-2017, FOIA Case #83930 (litigation)

3 Approval by Group Technical Director (TD)

- 8 When SPF package has been completed, please submit to RDprepub for final CAO review and approval
- 1 Once approved, R01 will send the publication to DJ2 and DN1
 - 2 DN1 will review for messaging concerns and return approval to R01
 - 3 DJ2 will forward to the DoD Office of Security Review (OSR) for approval
 - 4 OSR returns publication with decision to DJ2. DJ2 returns to R01. R01 returns to initiator with determinations

(U//~~FOUO~~) Resume/Bio Approval

(U//~~FOUO~~) The pre-publication review of personal resumes and bios is one that requires a unique review process. The information should be drafted on a classified computer within secure spaces, submitted for review, and approved for release BEFORE any version of the document is prepared on or transferred to a home or other unclassified computer.

(U//~~FOUO~~) Step-by-Step Instructions

- 1 Before submitting your resume/bio to a Research Directorate CAO for review, please visit the Resume Review web site for instructions
- 2 Submit resume/bio to Classification Advisory Officers (CAO) for review
- 3 When resume/bio has been reviewed by a CAO, follow the instructions on the Resume Review web site to submit your resume/bio for approval by DJ2. Once you submit the resume/bio, you will receive an email confirmation from DJ2. They will conduct the review and provide additional changes or approval

(U//~~FOUO~~) Public Dissemination In Private Capacity

(U) NSA/CSS affiliates acting in a private capacity, and not in connection with their official duties, may prepare information for public release without management approval or policy review provided that the affiliate

- Violates no laws or regulations,
- Maintains ethical standards and complies with DoDD 5500.07, "Standards of Conduct" and DoD 5500.7-R, "Joint Ethics Regulation (JER)"
- Uses only information that is UNCLASSIFIED and approved for public release,
- Uses no information in which NSA/CSS may have intellectual property rights and must file a new patent application with the U.S. Patent and Trademark Office thereon or lose the right to do so (i.e., the information, if publicly released, does not establish a date by which NSA/CSS must file a new patent application (e.g., 1 year after public release)), and
- Uses a disclaimer on any material in which an NSA/CSS affiliation is cited, stating that the views and opinions expressed are those of the affiliate and do not reflect those of NSA/CSS

(U) Official NSA/CSS Information

(U) Any NSA/CSS, DoD, or IC information that is in the custody and control of NSA/CSS and was obtained for or generated on NSA/CSS' behalf during the course of employment or other service, whether contractual or not, with NSA/CSS

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(U//~~FOUO~~) Internal Dissemination of Classified Information

(U//~~FOUO~~) Information and/or publications intended for INTERNAL dissemination do not require pre-publication review. NSA/CSS affiliates are responsible for properly marking and safeguarding the protected information with which they work. If there is a question regarding the classification of your information, please have it reviewed by an authorized Classification Advisory Officers (CAO) prior to dissemination within NSA and the greater IC community. Information intended for NSA Daily DOES require a CAO review. For more information, refer to the NSA Daily Procedure.

Research Directorate - Advancing Intelligence Through Science

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